



REQUEST TO FILL/POST VACANCY

Title of Vacant Position: Coach Varsity

Location of Vacant Position: LHS

Total FTE: Schedule B

Attached Job Description: I have not attached the job description.

Funding Departments: Athletics

This position is: Permanent

This position is: Replacement

Name of employee vacating the position: Kim Bentley

Type of departure: Separation

Last Day Employee Worked in Position: 04/09/2021

Comments (if applicable):
Head Varsity Girls Basketball Coach

REMINDER: PAPER WORK MUST BE COMPLETED BEFORE EMPLOYEE BEGINS WORK!

Chris Westfall 04/11/2021
Authorized Signature, Administrator Date

Authorized Signature, Special Approval Date

Adam Blaylock 04/16/2021
Authorized Signature, Director of Human Resources Date

Robert Jansen 04/17/2021
Authorized Signature, Superintendent of Schools Date

Office use only:

Posted on Applitrack ___ Date: _____ Job ID # _____

Enter on Vacancy Log ___ Enter in Posted position spreadsheet ___ Post to GOMasa ___

Email to board group ___ Copy of posting attached ___